

Informative Speech

Points Possible: 80

Speech:	50
Outline:	20
Works Cited:	10

Requirements: Write and present a 5-7 minute informative speech. The purpose of an informative speech is to inform an audience about a person, place, thing, or event they are likely to know little about. If you choose a topic your audience is likely to be familiar with, be prepared to offer new information or a different perspective. Please be careful to keep the language in your speech informative rather than persuasive.

It is important that you are present and prepared the day you sign up to deliver your speech. Five (5) points will be deducted from your point total for each day you are late.

Length (5-7 minutes): Points will be deducted for going under OR over the expected time limit. You must **rehearse** to get your timing down.

Outline: A typed (12 pt. font, double-spaced) full-sentence outline that includes the contents of your entire speech is required. The outline format requirements are on a separate sheet. **All full-sentence outlines and works cited pages are due on the first day of presentations, regardless of the day you are scheduled to present.**

Research: You will be required to use a **minimum** of five (5) sources of research material. No more than three (3) sources may be websites. Sources include (but are by no means limited to): websites, books, encyclopedias, newspapers, magazines, interviews, databases, and etcetera. Information found on databases may be considered non-internet-based material. A MLA-style works cited page should be included with your outline.

Media Aids: You must supplement your presentation with at least one media aid. Suggestions include diagrams, charts, graphs, photos, video/audio clips, PowerPoint, and etcetera. The media aid should be fully integrated into your presentation and help your audience better understand your topic.

Note Cards: Note cards are **required** for the actual delivery of your speech. Although your outline will be written out in full sentences, it is recommended that you use a key word outline for your note cards. Your success using key word note cards depends on how much you rehearse prior to your speech. Note cards should be turned in at the conclusion of your speech.

Attire: This is a formal speech, so you are expected to dress appropriately. Business casual is acceptable. This means no jeans, t-shirts, etcetera. If you have any questions, please ask!